Supplier: xtrchen City express (ARTEMISPLUS EXPRESS, INC.) Address: Lot 86 Bagsakan Rd., cor Avocado St., FTI Complex, Taguig City  Contact nos: T: 8888-2000   E: claire balabadana@kitchenctly-inc.com  Mode of Procurement  Small Value  Gentlemen:  Please furnish this office the following articles subject to the terms and conditions contained herein:  Please of Delivery: N/A  Date of Delivery: N/A  Payment Term: N/A  Payment Term: Send bill arrangement  Item No. Unit Quantity Description Unit Cost A  OAA  1 Lot 1 Catering services for the annual administrative consulation of Heads of Posts in Canada  P Delivery: AM Snacks, Lunch Buffet and PM Snacks  XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX	
Contact nos: T: 8888-2000   E: claire.balabadana@kitchencity-inc.com  Mode of Procurement  Small Value  Small Value  Gentlemen:  Please furnish this office the following articles subject to the terms and conditions contained herein:  Place of Delivery: N/A  Date of Delivery: N/A  Item No. Unit Quantity Description  Unit Cost A  OAA  1 Lot 1 Catering services for the annual administrative consulation of Heads of Posts in Canada  P on 28 February 2024  AM Snacks, Lunch Buffet and PM Snacks	
Gentlemen:  Please furnish this office the following articles subject to the terms and conditions contained herein:  Place of Delivery:  N/A  Date of Delivery:  N/A    Delivery Term:   Payment Term:   Send bill arrangement	
Please furnish this office the following articles subject to the terms and conditions contained herein:  Place of Delivery:  N/A  Date of Delivery:  N/A  N/A  N/A  Payment Term:  Payment Term:  OAA  1 Lot 1 Catering services for the annual administrative consulation of Heads of Posts in Canada  P  on 28 February 2024  AM Snacks, Lunch Buffet and PM Snacks	
Place of Delivery: N/A  Date of Delivery: N/A  Date of Delivery: N/A    Delivery Term: N/A	
Place of Delivery: N/A  Date of Delivery: N/A  Date of Delivery: N/A    Delivery Term: N/A	
Item No.     Unit     Quantity     Description     Unit Cost     A       1     Lot     1     Catering services for the annual administrative consulation of Heads of Posts in Canada     P       0     0     28 February 2024     P       4     AM Snacks, Lunch Buffet and PM Snacks     AM Snacks, Lunch Buffet and PM Snacks	
DAA  1 Lot 1 Catering services for the annual administrative consulation of Heads of Posts in Canada P  on 28 February 2024  AM Snacks, Lunch Buffet and PM Snacks	
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1 Lot 1 Catering services for the annual administrative consulation of Heads of Posts in Canada P on 28 February 2024 AM Snacks, Lunch Buffet and PM Snacks	mount
AM Snacks, Lunch Buffet and PM Snacks	67,500.00
( total Amount in Words) Sixty-Seven Thousand Five Hundred Pesos P 6	57,500.00
In case of failure to make the full delivery within the time specified above, a penalty of one-tenth (1/10) of one percent for every day of delay shall be imposed.	
Conforme: Very truly yours, 1000	<del>/</del> .
CLAIRE S. BALABADAN (Signature over printed name)  (Claire S. BALABADAN (Signature over printed name)	
Requisitioning Office/Dept: 044 Funds Available: Amount: 2024-03-06	7733
Assistant Secretary, OAA  MINDARADAT R. MAMAD  Department Chief Accountant  2330 Roxas Blvd., Researt City. 1300 Philippines	$\varphi$



#### NOTICE OF AWARD

27 February 2024

### Sir/Madam:

Please be informed that, upon the recommendation of the Bids and Awards Committee ("BAC") of the Department of Foreign Affairs ("DFA") as contained in its Resolution No. HO-014-24, the DFA is awarding the contract on the following project/procurement to your firm, *Kitchen City Express (Artemisplus Express, Inc.)*.

Project Title	End-User Unit
PROCUREMENT OF CATERING SERVICES FOR THE ANNUAL ADMINISTRATIVE CONSULTATIONS OF HEADS OF POSTS IN CANADA HOSTED BY THE OFFICE OF AMERICANS AFFAIRS (OAA) ON 28 FEBRUARY 2024	OAA

The contract has a total cost of *Sixty-Seven Thousand Five Hundred Pesos* (PhP 67,500.00) only, inclusive of taxes and other lawful charges.

This award and the implementation of the project/procurement are subject to the signing of a contract and compliance with all applicable accounting and auditing rules and regulations.

ANTONIO A MORALES

truly yours

/Undersecretary and Head of the Procuring Entity

Kitchen City Express (Artemisplus Express, Inc.)
Lot 86 Bagsakan Road cor. Avocado Street, FTI Complex
Western Bicutan, Taguig City



# BIDS AND AWARDS COMMITTEE

## BAC Resolution No. HO-014-24

RESOLUTION RECOMMENDING, BY REFERENDUM, AWARD OF CONTRACT THROUGH NEGOTIATED PROCUREMENT UNDER SECTION 53.9 (SMALL VALUE PROCUREMENT) FOR THE PROCUREMENT OF CATERING SERVICES FOR THE ANNUAL ADMINISTRATIVE CONSULTATIONS OF HEADS OF POSTS IN CANADA HOSTED BY THE OFFICE OF AMERICANS AFFAIRS (OAA) ON 28 FEBRUARY 2024

WHEREAS, the Office of American Affairs ("OAA") intends to procure catering services for its hosting of the annual administrative consultations of Heads of Posts in Canada on 28 February 2024;

WHEREAS, the procurement of catering services for the annual administrative consultations of Heads of Post in Canada hosted by OAA on 28 February 2024 with an Approved Budget for the Contract ("ABC") of Seventy-One Thousand One Hundred Pesos (PhP 71,100.00) only, chargeable against OAA's FY 2024 Regular Appropriations MOOE under Representation Expenses, is included in the Department's Annual Procurement Plan for FY 2024:

WHEREAS, Section 53.9 of the Revised Implementing Rules and Regulations ("IRR") of Republic Act ("RA") No. 9184, otherwise known as the "Government Procurement Reform Act of 2003", allows an agency to resort to Small Value Procurement as alternative method of procurement where the amount involved does not exceed the threshold amount of One Million Pesos (PhP 1,000,000.00) as prescribed in Annex "H" thereof;

WHEREAS, Part IV, Item A, Annex "H" of the IRR allows the Procuring Entity to change the mode of procurement, if the original mode in the Annual Procurement Plan can no longer be pursued;

WHEREAS, in compliance with Item No. (V)(D)(8)(b)(ii), Annex "H" of the IRR, RFQs were sent to at least three (3) potential suppliers/contractors, namely: The Creamery Catering, Via Mare Catering, Kitchen City Express (Artemisplus Express, Inc.);

WHEREAS, in response to the solicitation of offers, quotations were received from: The Creamy Catering (PhP 68,445.00 [offer 1] and PhP 89,505.00 [offer 2]); and *Kitchen City Express (Artemisplus Express, Inc.)*, which submitted the lowest calculated and responsive quotation in the amount of *Sixty-Seven Thousand Five Hundred Pesos* (PhP 67,500.00) only;

NOW, THEREFORE, we, the Members of the Bids and Awards Committee of the Department, RESOLVE to RECOMMEND to the Head of the Procuring Entity resort to Negotiated Procurement under Section 53.9 (Small Value Procurement) as the alternative method of procurement for the catering services for the annual administrative consultations of Heads of Post in Canada hosted by OAA on 28

### Page 2 of BAC Resolution No. HO-014-24

February 2024 to *Kitchen City Express (Artemisplus Express, Inc.)*, subject to the abovementioned requirements, and provided that existing auditing rules and regulations shall be strictly observed by the end-user.

ADOPTED, this 27th day of February 2024, Pasay City.

SULPICIO M. CONFIADO

BAC Chairperson

ARVIC V. AREVALO BAC Vice Chairperson

NOEL L. RODRIGUEZ BAC Member

JUDY B. RAZON BAC Alternate Member

JOSÉ VICTOR V. CHAN-GONZAGA Representative of the End-user

Approved:

By the Authority of the Segretary for Foreign Affairs:

ANTONIO A. MORALES

Undersegretary

and Head of the Procuring Entity